

ITO & IFPP

**L-I - INFORMATION TO OFFERORS (ITO) AND INSTRUCTIONS FOR PROPOSAL PREPARATION (IFPP)**

**1.0 Program Structure and Objectives**

DFAS is implementing an acquisition approach based upon an integrated product team development for the MOCAS Rehost acquisition. This approach provides flexibility to the offeror in planning and executing an effective program while giving DFAS greater visibility into the effort with its limited Program Management Office (PMO) resources. This DFAS solicitation provides the offeror with a model contract that includes Section A through K, as well as Section L and Section M. Based on the solicitation requirements, the offeror shall submit a proposal containing a completed model contract, to include all representations and certifications, an integrated master plan and schedule as well as following other detailed proposal preparation instructions found in this solicitation.

**2.0 General Instructions**

(a) This section of the ITO provides general guidance for preparing proposals as well as specific instructions on the format and content of the proposal. The offeror's proposal must include all data and information requested by the ITO and must be submitted in accordance with these instructions. The offer shall be compliant with the requirements as stated in the Statement of Work (SOW). **Non-conformance with the instructions provided in the ITO may result in an unfavorable proposal evaluation.**

(b) The proposal shall be clear, concise, and shall include sufficient detail for effective evaluation and for substantiating the validity of stated claims. The proposal should not simply rephrase or restate the DFAS requirements, but rather shall provide convincing rationale to address how the offeror intends to meet these requirements. Offeror's shall assume that the DFAS evaluator has no prior knowledge of their capabilities, facilities and experience, and will base its evaluation on the information presented in the offeror's proposal.

(c) Elaborate brochures or documentation, binding, detailed artwork, or other embellishments are unnecessary and are not desired.

(d) The proposal acceptance period is specified in Section A of the model contract/solicitation. The offeror shall make a clear statement in Section A of the proposal documentation volume that the proposal is valid until this date.

(e) In accordance with FAR Subpart 4.8 (Government Contract Files), the DFAS Acquisition Support Directorate – Columbus, Ohio will retain one copy of all unsuccessful proposals. Unless the offeror requests otherwise, DFAS will destroy extra copies of such unsuccessful proposals. If an offeror requests return of an unsuccessful proposal, the offeror must pay shipping charges.

**2.1 General Information**

**2.1.1. Point of Contact**

The Principal Contracting Officer (PCO) is the **sole** preaward point of contact for this acquisition. Address any questions or concerns you may have to the PCO. Written requests for clarification may be sent to the PCO at the address located in Section A of the model contract/solicitation.

**2.1.2. Debriefings**

The PCO will promptly notify offeror's of any decision to exclude them from the competitive range, whereupon they may request and receive a debriefing in accordance with FAR 15.505. The PCO will notify unsuccessful offeror's in the competitive range of the source selection decision in accordance with FAR 15.506. Upon such notification, unsuccessful offeror's may request and receive a debriefing. Offeror's desiring a debriefing must make their request in accordance with the requirements of FAR 15.505 or 15.506, as applicable.

### 2.1.3. Discrepancies

If an offeror believes that the requirements in these instructions contain an error, omission, or are otherwise unsound, the offeror shall immediately notify the PCO in writing with supporting rationale. The offeror is reminded that DFAS reserves the right to award this effort based on the initial proposal, as received, without discussion.

## 2.2 Organization/Number of Copies/Page Limits

The offeror shall prepare the proposal as set forth in the Proposal Organization Table (Table 2.1 below). The titles and contents of the volumes shall be as defined in this table, all of which shall be within the required page limits and with the number of copies as specified in Table 2.1. The attachments identified in the table should be separately bound in three-ring, loose-leaf binders, as necessary. The contents of each proposal volume are described in the ITO paragraph as noted in the table below.

**Table 2.1 - Proposal Organization**

VOLUME	ITO Paragraph Number	VOLUME TITLE	COPIES	PAGE LIMIT/ GOAL
I	3.0	Executive Summary	11 Hard copies & one Soft Copy	25
II	4.0	MOCAS Technical	11 Hard copies & one Soft Copy	No restriction
III	5.0	Price	6 Hard Copies & One Soft Copy	No restriction
IV	6.0	Contract Documentation	3 Hard copies & one Soft Copy	No restriction
V	7.0	Relevant past and present performance	11 Hard copies & one Soft Copy	35

### 2.2.1 Page Limitations

Page limitations shall be treated as maximums. If exceeded, the excess pages will not be read or considered in the evaluation of the proposal and will be returned to the offeror as soon as practicable. When both sides of a sheet display printed material, it shall be counted as 2 pages.

### 2.2.2 Pricing Information

All pricing information shall be addressed ONLY in the Price Proposal and Contract Documentation Volumes. Cost trade-off information, work-hour estimates and material kinds and quantities may be used in other volumes only as appropriate for presenting rationale for alternatives or design and trade-off decisions.

### 2.2.3 Classified Information

The MOCAS PMO does not anticipate the need for the generation of any classified information in response to this solicitation. Should classified information be required in your response, it shall be provided as a classified supplement and bound in a single stand-alone classified volume that will be identified as volume VI. Each entry in the classified volume shall be referenced to the proposal volume, page number, and paragraph number to which it applies. Similarly, a reference shall be placed in the unclassified volume where the classified insert applies, giving the page and paragraph numbers within Volume VI where it can be found. Binding shall conform to the same directions as those given in this ITO for unclassified portions. The classified Volume shall be separately bound with an applicable security designation color cover.

Pages in the classified Volume will be included in the page count for the applicable volume. The classified Volume shall be submitted according to the directions provided by the Principal Contracting Officer. **Contact the PCO before submitting Volume VI and request a mailing address for submission of Volume VI.**

#### **2.2.4 Cross Referencing**

Each volume shall be written on a stand-alone basis so that its contents may be evaluated with virtually no cross-referencing to other volumes of the proposal. Information required for proposal evaluation that is not found in its designated volume will be assumed to have been omitted from the proposal.

Cross-referencing within a proposal volume is permitted where its use would conserve space without impairing clarity and when classified information is required. Cross-referencing to another proposal volume is not permitted.

#### **2.2.5 Indexing**

Each volume shall contain a more detailed table of contents to delineate the subparagraphs within that volume. Tab indexing shall be used to identify sections.

#### **2.2.6 Glossary of Abbreviations and Acronyms**

Each volume shall contain a glossary of all abbreviations and acronyms used, with an explanation for each. Glossaries do not count against the page limitations for their respective volumes.

### **2.3. Page Size and Format**

(a) Page size shall be 8.5 x 11 inches, not including foldouts. The text size shall be no less than 10 - point. Use at least 1-inch margins on the top and bottom and 3/4 inch side margins. Pages shall be numbered sequentially by volume.

(b) Legible tables, charts, graphs and figures shall be used wherever practical to depict organizations, systems and layout, implementation schedules, plans, etc. These displays shall be uncomplicated, legible and shall not exceed 11 by 17 inches in size. Foldout pages shall fold entirely within the volume. Foldout pages may only be used for large tables, charts, graphs, diagrams and schematics; not for pages of text. For tables, charts, graphs and figures, the text shall be no smaller than eight - (8)point.

### **2.4 Binding and Labeling**

Each volume of the proposal should be separately bound in a three-ring loose leaf binder which shall permit the volume to lie flat when open. Staples shall not be used. A cover sheet will be bound in each book, clearly marked as to volume number, title, copy number, solicitation identification and the offeror's name. The same identifying data should be placed on the spine of each binder. All unclassified document binders shall have a color other than red or other applicable security designation colors. Be sure to apply all appropriate markings including those prescribed in accordance with FAR 52.215-1(e), Restriction on Disclosure and Use of Data, and 3.104-4, Disclosure, Protection, and Marking of Contractor Bid or Proposal Information and Source Selection Information.

### **2.5 Distribution**

The "original" proposal shall be identified. Proposals shall be addressed to the Contracting Officer and mailed to:

DFAS Acquisition Support Directorate, Columbus  
Attn: David J. Kane  
3990 East Broad Street  
Columbus, Ohio 43219-1879

Each offeror must ensure the cognizant Administrative Contracting Officer (ACO) and the Defense Contract Audit Agency (DCAA) for prime and subcontractors that the proposal is "For Official Use Only" and "Source Selection Sensitive" Information--See FAR 3.104-4".

### **3.0 Volume I - Executive Summary**

In the executive summary volume, the offeror shall provide at the summary level an overview of the entire proposal, including the technical and management approach selected in providing the solution for the Rehosting of the MOCAS database, for the target RDBMS, and for significant technical, and schedule risks. The summary shall also address the total program schedule, and system testing, data migration and the resources/skills required to accomplish the contract work. Any key or unique features, excluding price, should be described. Salient features should tie in with Section M, evaluation factors. Summary information presented shall not be considered as meeting the requirement for any portions of other volumes of the proposal.

#### **3.1 Table of Contents**

A master table of contents of the entire proposal shall identify each major heading and sub-heading by volume and page number. Each stand-alone volume will also contain a table of contents by each major heading and sub-heading and page number.

### **4.0 Volume II – MOCAS Technical Volume**

#### **4.1 General**

The MOCAS Technical Volume must be specific and complete and clearly address all SOW requirements. Legibility, clarity and coherence are very important. The offeror's response will be evaluated against the MOCAS evaluation factors defined in Section M, Evaluation Factors, for award. All the requirements specified in the solicitation are mandatory. By your proposal submission, you are representing that your firm will perform all the requirements specified in the solicitation. It is not necessary or desirable for you to tell us so in your proposal. Do not merely reiterate the objectives or reformulate the requirements specified in the solicitation.

#### **4.2 MOCAS Technical and Proposal Risk**

The technical elements of the MOCAS rehost effort and the associated proposal risk will be addressed in the MOCAS Technical volume. In this volume, address your proposed approach to meeting the MOCAS Rehost SOW requirements and each technical capability factor/subfactor identified in Section M of this solicitation. The proposed technical solution must clearly delineate the risks in your proposed approach in terms of system capability/performance, price, and schedule. Proposal Risk shall be addressed by identifying those aspects of the proposal you consider involving price and/or technical capability. Provide the rationale for each risk and establish a rating of **LOW, MODERATE or HIGH**. Include quantitative estimates of the impact on price, schedule, and performance associated with the rating assigned and the rationale for selecting the risk rating. Describe the impact of each identified risk in terms of its potential to interfere with or prevent the successful accomplishment of other contract requirements contained in the SOW. Suggest a realistic alternative for the identified risks that will mitigate, eliminate or reduce risk to an acceptable level. Identify and classify any new risks introduced by such risk mitigation.

#### **4.3 Format and Specific Content**

##### **4.3.1 Project Management Experience**

The offeror shall provide a resume for its proposed project manager. The resume shall include at a minimum the number of years of experience the project manager has working as a project manager on completed and implemented projects (within the last 10 years) similar to the size and complexity of that described in the SOW.

##### **4.3.2 Technical Management Experience**

The offeror shall provide a resume for its proposed technical manager. The resume shall include at a minimum the number of years of experience the technical manager has working as a technical manager on completed and implemented projects (within the last 10 years) similar to the size and complexity of that described in the SOW.

##### **4.3.3 Functional Management Experience**

The offeror shall provide a resume for its proposed functional manager. The resume shall include at a minimum the number of years of experience the functional manager has working as a functional manager on completed and implemented projects (within the last 10 years) similar to the size and complexity of that described in the SOW. The functional manager is the key person who can oversee personnel who, at a minimum, (1) understand the system from the viewpoint of the end users, (2) test to ensure the same functionality as the current system, and (3) develop user documentation.

#### **4.3.4 ADP/AIS Level II security investigation**

The offeror shall provide the percentage of proposed contractor personnel by the date of submission of this offer, identified as capable of working on this SOW, who have now or have had in the last 2 years worked on a DoD contract with an approved ADP/AIS Level II security investigation. (NOTE: All contractors who perform duties under this contract require an ADP/AIS Level II security investigation approval prior to beginning any work on the contract.)

#### **4.3.5 Program Management Plan (PMP)**

In accordance with paragraphs 4 and 14 of the SOW, as part of its proposal, the offeror shall provide a Program Management Plan (PMP). The plan shall comply with the DFAS standard template as cited in the SOW under “Documentation”.

#### **4.3.6 Program Quality Assurance Plan (PQAP)**

In accordance with paragraphs 4 and 14 of the SOW, as part of its proposal, the offeror shall provide a Program Quality Assurance Plan (PQAP). The plan shall comply with the DFAS standard template as cited in the SOW under “Documentation”.

#### **4.3.7 Configuration Management Plan (CMP)**

In accordance with paragraphs 4 and 14 of the SOW, as part of its proposal, the offeror shall provide a Configuration Management Plan (CMP). The plan shall comply with the DFAS standard template as cited in the SOW under “Documentation”.

#### **4.3.8 CMM Certification Level**

The offeror shall provide a statement certifying that they comply with, at a minimum, Software Engineering Institute’s (SEIs) Software Capability Maturity Model (CMM) level 2 software development practices. The contractor shall provide in priority order as follows: SEIs formal assessment; or provide any independent assessment reports supporting their statement; or describe how they meet the stated level.

#### **4.3.9 Software Development Plan (SDP)**

In accordance with paragraphs 4 and 14 of the SOW, as part of its proposal, the offeror shall provide a Software Development Plan (SDP). The plan shall comply with the DFAS standard template as cited in the SOW under “Documentation”.

#### **4.3.10 Transition Plan**

In accordance with paragraphs 4 and 14 of the SOW, as part of its proposal, the offeror shall provide a Transition Plan. The plan shall comply with the DFAS standard template as cited in the SOW under “Documentation”.

#### **4.3.11 Software Test Plan (STP)**

In accordance with paragraphs 4 and 14 of the SOW, as part of its proposal, the offeror shall provide a Software Test Plan (STP). The plan shall comply with the DFAS standard template as cited in the SOW under “Documentation”.

#### **4.3.12 Engineering Design**

The offeror shall provide, as part of its proposal, a clear description of the proposed target environment of the rehosted MOCAS to include hardware; software; and any additions, deletions, or changes to the as-is MOCAS environment (ex. operating environment, programming languages, maintenance tools, current programs, Job Control Language (JCL), & database design). The Engineering Design should be consistent with the management planning documents.

### **5.0 Volume III - Price Volume**

#### **5.1 General Instructions**

##### **5.1.1 Price Reasonableness**

These instructions are to assist you in submitting pricing data that is required to evaluate the reasonableness of your proposed price. Compliance with these instructions is mandatory and failure to comply may result in rejection of your proposal. Note that unrealistically low or high-proposed prices, initially or subsequently, may be grounds for eliminating a proposal from competition either on the basis that the offeror does not understand the requirement is not in the competitive range, or has made an unrealistic proposal. Offers should be sufficiently detailed to demonstrate their reasonableness. The burden of proof for credibility of proposed prices rests with the offeror.

### 5.1.2 Estimating Techniques and Methods

When responding to the Price Volume requirements in the solicitation, the offeror may use any generally accepted estimating technique to develop their estimates.

### 5.1.3 Non-Required Data

Data beyond that required by this instruction shall not be submitted, unless it is considered essential to document or support your price position. All information relating to the proposed price including all required supporting documentation must be included in the section of the proposal designated as the Price volume. **Under no circumstances shall this information and documentation be included elsewhere in the proposal.**

### 5.1.4 Pricing Information Requirements

In accordance with FAR 15.403-1(b) and 15.403-3(a), information other than pricing data may be required to support price reasonableness. Information shall be provided in accordance with FAR 15.403-5. If, after receipt of proposals, the PCO determines that there is insufficient information available to determine price reasonableness and none of the exceptions in FAR 15.403-1 apply, the offeror shall be required to submit certified cost or pricing data.

### 5.1.5 Rounding

All dollar amounts provided shall be rounded to the nearest dollar.

## 5.2 Volume Organization

The price volume shall consist of the following sections:

**SECTION 1** - Table of Contents; price summary descriptions by CLIN, purchased materials, labor, and Other Direct Costs (ODCs); any changes to estimating, accounting practices impacting the MOCAS proposal, or CAS Disclosure Statement.

**SECTION 2** - Pricing information and supporting data.

**SECTION 3** - Other information such as: base support, termination costs, and inflation rate summaries with appropriate explanations.

## 5.3 Pricing Methodology

### 5.3.1 Accounting System

Indicate whether you have Government approval of your accounting system and if so; provide evidence of such approval. Also, identify any deviations from your standard procedures in preparing this proposal.

### 5.3.2 Explanation of Estimating Methods Used

Explain the methodology used to estimate the price. As a minimum, provide the following information:

#### 5.3.2.1 Past Experience-Based Estimates

Where prices are based upon past experience, identify the past experience, explain how the past experience relates to the current effort, including similarities and differences, and how pricing data available from the past experiences were adapted to the current effort.

#### 5.3.2.2 Engineering Labor

If engineering labor has been estimated based upon other than past experience, provide detailed rationale on how they have been estimated.

### 5.3.3 Management Reduction

If estimated price to perform the proposed effort have been decreased due to a management decision, provide a summary of the reduction. Also provide complete rationale for the reduction.

## 6.0 Volume IV - Contract Documentation

### 6.1 Model Contract/Representations and Certifications

The purpose of this volume is to provide information to the Government for preparing the contract document and supporting file. The offeror's proposal shall include a signed copy of the Model Contract, (SF Form 33) and Sections A through K. This includes data requested in Volume II, Paragraph 4.3.

#### 6.1.1 Section A - Solicitation/Contract Form

Completion of blocks 12 through 16 and signature and date for blocks 17 and 18 of the Standard Form 33 is required. Signature by the offeror on the Standard Form 33 constitutes an offer, which the Government may accept. The "original" copy must be clearly marked under separate cover and **must be provided without any punched holes.**

#### 6.1.2 Section B - Supplies or Services and Costs/Prices

Completed pricing information in Section B of the model contract by filling in appropriate CLIN/SubCLIN prices. For CLIN 0002, Government Directed Travel, use the amount of \$50,000.00.

#### 6.1.3 Section F - Deliveries or Performance

Proposed delivery schedule. The proposed delivery schedule will be evaluated in concert with the offerors submitted technical proposal. The Governments anticipated delivery date is 540 days after date of award. The offeror has the flexibility to propose a delivery schedule at their discretion that supports the submitted technical proposal. If the offerors proposed date is different than the 540 days indicated in Section F of the Solicitation, draw a line through the date and write in the delivery date that supports the proposal.

#### 6.1.4 Section G - Contract Administrative Data

Each offeror shall identify, if applicable, the cognizant Defense Contract Audit Agency (DCAA) point of contact, to include: postal and electronic mailing address as well as telephone number.

#### 6.1.5 Section H - Special Contract Requirements

None anticipated.

#### 6.1.6 Section I - Contract Clauses

Review Section I of the Solicitation for applicable clauses. If exceptions are taken, identify the exceptions pursuant to table 6.2 below.

#### 6.1.7 Section K - Representations, Certifications, and other Statements of Offeror's

Each offeror must complete representations, certifications, acknowledgments and statements.

### 6.2 Exceptions to Terms and Conditions

Exceptions taken to terms and conditions of the model contract, to any of its formal attachments or to other parts of the solicitation shall be identified. Each exception shall be specifically related to each paragraph and/or specific part of the solicitation to which the exception is taken. Provide rationale in support of the exception and fully explain its impact, if any, on the performance, schedule, cost, and specific requirements

of the solicitation. This information shall be provided in the format and content of Table 6.2. Failure to comply with the terms and conditions of the solicitation may result in the offeror being removed from consideration for award.

**Table 6.2 - Solicitation Exceptions**

<b><i>SOLICITATION Document</i></b>	<b><i>Paragraph/Page</i></b>	<b><i>Requirement/Portion</i></b>	<b><i>Rationale</i></b>
<i>SOW, Model Contract, ITO/IFPP, etc.</i>	<i>Applicable Page and Paragraph Numbers</i>	<i>Identify the requirement or portion to which exception is taken</i>	<i>Justify why the requirement will not be met</i>

### **6.3 Other Information Required**

#### **6.3.1 Authorized Offeror Personnel**

Provide the name, title and telephone number of the company/division point of contact regarding decisions made with respect to your proposal and who can obligate your company contractually. Also, identify those individuals authorized to negotiate with the Government.

#### **6.3.2 Company/Division Address, Identifying Codes, and Applicable Designations**

Provide company street address, county, state, zip code, facility code; Tax Payer Identification Number (TIN); CAGE code; DUNS code; size of business (large or small); and labor surplus area designation. This same information must be provided if the work for this contract will be performed at any other location(s) e.g. Columbus, Ohio. List all locations where work is to be performed and indicate whether such facility is a division, affiliate, or subcontractor, and the percentage of work to be performed at each location.

#### **6.3.3 Attachments to the Model Contract**

The offeror shall provide the following as attachments to the model contract:

#### **6.3.4 Subcontracting Plan**

Include a Subcontracting Plan in accordance with FAR 19.702. The plan must be approved by the PCO before contract award.

##### **6.3.4.1 Participation of Small Businesses (SB), Historically Black Colleges and Universities, or Minority Institutions (HBCU/MI)**

If the offeror is other than a small business, the offeror shall submit a Small Business Subcontracting Plan in accordance with FAR 52.219-9 that also identifies and specifies the extent of offeror's commitment to the participation of small businesses (SB), historically black colleges or universities (HBCU) and minority institutions (MI), whether as joint venture members, teaming arrangement partners, or subcontractors. If applicable, submit a copy of your approved Master Plan. In the event the offeror has negotiated a comprehensive subcontracting plan pursuant to DFARS 219.702, the offeror must submit the information that identifies and specifies the extent of its commitment to the participation of SB, HBCU and MI.

##### **6.3.4.2 GFP and/or Base Support Requirements**

The Government plans to provide the items listed in paragraph 16 in the Statement of Work (SOW), section C of the solicitation as GFP. If the offeror requires the use of Government furnished items other than those specified, the offeror shall provide a listing including quantity, National stock number, nomenclature, date needed and duration of availability, rental value per FAR 45.1 and 45.2, reason for need, and cross reference to price volume paragraphs which pertain to GFP. The offeror shall also provide the written authorization from the cognizant ACO, as applicable. The offeror shall supply this information in the format shown in the example in Table 6.3.4.3



**Table 6.3.4.3 - Required Information for Using GFP/Base Support**

<i>Quantity</i>	<i>National Stock #</i>	<i><u>Nomenclature</u></i>	<i><u>Duration of Need</u></i>	<i><u>Rental Value</u></i>	<i><u>Reason for Need</u></i>	<i><u>Cross Ref. to Price Prop</u></i>
2 EA	1234-00-567-8901	Steam Generator	1 Oct 03 - 30 Dec 04	\$1,000	Needed to calibrate our 5 mhz/1pps power supply test set	Volume III-23 - 27

#### **6.3.4.4 Associate Contractor Agreements**

Include Associate Contractor Agreements, if applicable.

#### **6.3.4.5 Integrated Master Schedule (IMS)**

Reference the Program Management Plan (PMP) requirement in paragraph 4 of the SOW and paragraph 4.3.5 of Volume II of this section.

### **7.0 Volume V - Relevant Past and Present Performance**

A sample questionnaire/assessment format is included at Attachment. 1.

#### **7.1 General**

Each offeror shall submit a past and present performance volume with its proposal, containing past performance information in accordance with the format contained in Attachment 1. This information is required of the offeror and all subcontractors, teaming partners, and/or joint venture partners proposed to perform any effort based on the total proposed price or perform aspects of the effort the offeror considers critical to overall successful performance. Offerors are cautioned that the Government will use data provided by each offeror in this volume and data obtained from other sources in the evaluation of past and present performance. The offeror shall submit, along with the information required in this paragraph, a consent letter, executed by each subcontractor, teaming partner, and/or joint venture partner, authorizing release of adverse past performance information. For each identified effort for a commercial customer, offeror shall also submit a client authorization letter, authorizing release to the Government of requested information on the offeror's performance.

#### **7.2 Early Proposal Information**

Each offeror is requested to submit the information shown in Attachment 1 for each relevant Government contract seven (7) days prior to the date set for receipt of proposals. Failure to submit early proposal information will not result in offeror disqualification.

#### **7.3 Relevant Contracts**

In accordance with Attachment 1, submit Past Performance information for the offeror, teaming partners, and significant subcontractors considered most relevant in each of the subparagraphs below. Include rationale supporting your assertion of relevance. For a description of the characteristics or aspects the Government will consider in determining relevance, see Section M, Past Performance Factor.

##### **7.3.1**

Completed and implemented projects (within the last 5 years) of similar size considering number of tables, table rows, and lines of code.

##### **7.3.2**

Completed and implemented projects (within the last 5 years) with similar technical aspects to those described in the SOW.

##### **7.3.3**

Completed and implemented projects (within the last 5 years) with both similar technical aspects to those described in the SOW and of similar size considering number of tables, table rows, and lines of code in the same contract.

##### **7.3.4**

Similar projects completed and implemented (within the last 5 years) where the offeror was required to develop complete technical documentation.

### **7.3.5**

Similar projects completed and implemented (within the last 5 years) where the offeror fully documented their project management, planning, and testing processes.

### **7.4 Customer Surveys**

The questionnaire included as Attachment 2 to this section will be sent by the contracting officer for completion to past customers identified per the requirement of this section (Section 7.3). The contracting officer may as well use data obtained from other sources available to the Government.

### **7.5 Organizational Structure Change History**

Many companies have acquired, been acquired by, or otherwise merged with other companies, and/or reorganized their divisions, business groups, subsidiary companies, etc. In many cases, these changes have taken place during the time of performance of relevant present or past efforts or between conclusion of recent past efforts and this source selection. As a result, it is sometimes difficult to determine what past performance is relevant to this acquisition. To facilitate this relevancy determination, include in this proposal volume a "roadmap" describing all such changes in the organization of your company. As part of this explanation, show how these changes impact the relevance of any efforts you identify for past performance evaluation. Since DFAS intends to consider present and past performance information provided by other sources as well as that provided by the offeror(s), your "roadmap" should be both specifically applicable to the efforts you identify and general enough to apply to efforts on which DFAS receives information from other sources.

**ATTACHMENT 1: PAST PERFORMANCE INFORMATION**

Provide the information requested in this form for each contract/program being described. Provide frank, concise comments regarding your performance on the contracts you identify. Provide a separate completed form for each contract/program submitted.

- A. Offeror Name (Company/Division): \_\_\_\_\_  
 CAGE Code: \_\_\_\_\_  
 DUNS Number: \_\_\_\_\_

(NOTE: If the company or division performing this effort is different than the offeror or the relevance of this effort to the instant acquisition is impacted by any company/corporate organizational change, note those changes. Refer to the "Organizational Structure Change History" you provided as part of your Past Performance Volume.)

- B. Program Title: \_\_\_\_\_

- C. Contract Specifics:

1. Contracting Agency or Customer \_\_\_\_\_
2. Contract Number \_\_\_\_\_
3. Contract Type \_\_\_\_\_
4. Period of Performance \_\_\_\_\_
5. Original Contract \$ Value \_\_\_\_\_ (Do not include unexercised options)
6. Current Contract \$ Value \_\_\_\_\_ (Do not include unexercised options)
7. If Amounts for 5 and 6 above are different, provide a brief description of the reason

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- D. Brief Description of Effort as    Prime or    Subcontractor  
 (Please indicate whether it was development and/or production, or other acquisition phase and highlight portions considered most relevant to current acquisition)

- E. Completion Date:

1. Original date: \_\_\_\_\_
2. Current Schedule: \_\_\_\_\_
3. Estimate at Completion: \_\_\_\_\_
4. How Many Times Changed: \_\_\_\_\_
5. Primary Causes of Change: \_\_\_\_\_

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F. Primary Customer Points of Contact: (For Government contracts, provide current information on all three individuals. For commercial contracts, provide points of contact fulfilling these same roles.)

**1. Program Manager:** Name \_\_\_\_\_

Office \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

**2. Contracting Officer:** Name \_\_\_\_\_

Office \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

**3. Administrative Name** \_\_\_\_\_

**Contracting Officer Office** \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

G. Address any technical (or other) area about this contract/program considered unique.

H. For each of the applicable subfactors under the technical factor in Section M, illustrate how your experience on this program applies to that subfactor.

I. Specify, by name, any key individual(s) who participated in this program and are proposed to support the instant acquisition. Also, indicate their contractual roles for both acquisitions.

J. Identify whether a subcontracting plan was required by the contract you are submitting. If one was required, identify, in percentage terms, the planned versus achieved goals during contract performance. If goals were not met, please explain.

K. Describe the nature or portion of the work on the proposed effort to be performed by the business entity being reported here. Also, estimate the percentage of the total proposed effort to be performed by this entity and whether this entity will be performing as the prime, subcontractor, or a corporate division related to the prime (define relationship)

**ATTACHMENT 2: PAST PERFORMANCE QUESTIONNAIRE****PAST/PRESENT PERFORMANCE QUESTIONNAIRE**

**WHEN FILLED IN THIS DOCUMENT IS SOURCE SELECTION SENSITIVE INFORMATION IAW  
FAR 3.104**

**SECTION 1: CONTRACT IDENTIFICATION****A. Contractor:**

B. Cage Code of contractor contract was awarded to: \_\_\_\_\_

C. Contract number: \_\_\_\_\_

D. Contract type: \_\_\_\_\_

E. Period of performance: \_\_\_\_\_

F. Initial contract cost: \$ \_\_\_\_\_

G. Current/final contract cost: \$ \_\_\_\_\_

H. Reasons for differences between initial contract cost and final contract costs:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I. Description of service provided:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SECTION 2: CUSTOMER OR AGENCY IDENTIFICATION**

A. Customer Name:

\_\_\_\_\_

B. Customer description (if applicable):

\_\_\_\_\_

C. Geographic description of services under this contract, i.e. local, nationwide, worldwide:

**SECTION 3: EVALUATOR IDENTIFICATION**

A. Evaluator's name:

B. Evaluator's title:

C. Evaluator's phone/fax number:

Number of years evaluator worked on subject contract: \_\_\_\_\_

**SECTION 4: EVALUATION**

1. Please indicate your satisfaction with the contractor's performance by placing an "X" in the appropriate block using the scale provided to the right of each question. This scale is defined as follows:

<u>CODE</u>	<u>PERFORMANCE LEVEL</u>
E	EXCEPTIONAL - The contractor's performance meets contractual requirements and exceeds many (requirements) to the Government's benefit. The contractual performance was accomplished with few minor problems for which corrective actions taken by the contractor were highly effective.
V	VERY GOOD- The contractor's performance meets contractual requirements and exceeds some (requirements) to the Government's benefit. The contractual performance was accomplished with some minor problems for which corrective actions taken by the contractor were effective.
S	SATISFACTORY - The contractor's performance meets contractual requirements. The contractual performance contained some minor problems for which corrective actions taken by the contractor appear or were satisfactory.
M	<u>MARGINAL/UNSATISFACTORY</u> - Performance does not meet some contractual requirements. The contractual performance reflects a serious problem for which the contractor's actions were only marginally effective (or less) or were not fully implemented. Performance does not meet most contractual requirements and recovery was not attained in a timely manner.

E	V	S	M
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**Technical Performance**

T1 Quality & repeatability of operations.				
T2. Quality of technical system testing and certification efforts				
T3 Quality/integrity of technical data/report preparation efforts				
T4 Adequacy/effectiveness of quality control program and adherence to contract quality assurance requirements				
T5 Ability to implement current standard practices for computer software (or hardware) design, operation, maintenance, upgrades and configuration control				
T6 Adequacy/effectiveness of environmental safety procedures				

**Program Management**

P1. Effectiveness of overall contract management (including ability to effectively lead, manage and control the program)				
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P2. Contractor was reasonable and cooperative in dealing with your staff (including the ability to successfully resolve disagreements/disputes)				
P3. Timeliness/effectiveness of contract problem resolution without extensive customer guidance				
P4. Ability to understand/comply with customer objectives and technical requirements				
P5. Ability to successfully respond to emergency situations				
P6. Quality/effectiveness of sub-contracted efforts				
P7. Effectiveness of material management (including customer Furnished Property or Material)				
P8. Ability to meet contract timelines and delivery schedules				

E	V	S	M
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**Transition/phase-in**

T1. Contractor ability to smoothly transition resources and personnel.				
T2. Contractor effectiveness on maintaining continuity of mission support while transitioning/phasing in resources and personnel to support other efforts.				

**Employee Retention/Attraction**

E1. Ability to hire/apply a qualified workforce to this effort.				
E2. Ability to retain a qualified workforce on this effort.				

**Small and Small Disadvantaged Business Participation**

S1. Ability to meet or exceed small business and small disadvantaged business goals set forth in the approved subcontracting plan (If applicable as in Federal Government contracts).				
S2. Ability to effectively manage small business participation to meet technical performance (If applicable as in Federal Government contracts).				

**Cost Performance**

C1 Accuracy in forecasting contract costs				
C2 Ability to meet forecasted costs and perform within contract costs				
C3 Ability to alert Government of unforeseen costs before they occur				
C4 Sufficiency and timeliness of cost reporting				

2. Please discuss each and every response for which you indicated E (Exceptional), or M (Marginal/Unsatisfactory) in response to the questions above (use additional sheets, if necessary).

3. Government Contracts Only: Has/was this contract been partially or completely terminated for default or convenience or are there any pending terminations?

Yes \_\_\_ Default \_\_\_ Convenience \_\_\_ Pending Terminations \_\_\_  
No \_\_\_

If yes, please explain (e.g., inability to meet cost, performance, or delivery schedules, etc.)

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**SECTION 5: NARRATIVE SUMMARY**

What were the contractor's greatest strengths in the performance of the contract?

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What were the contractor's greatest weaknesses in the performance of the contract?

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Would you have any reservations about soliciting this contractor in the future or having them perform one of your critical and demanding programs?

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Please provide any additional comments concerning this contractor's performance, as desired.

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**CLAUSES INCORPORATED BY REFERENCE**

52.204-6	Data Universal Numbering System (DUNS) Number	JUN 1999
52.214-34	Submission Of Offers In The English Language	APR 1991
52.214-35	Submission Of Offers In U.S. Currency	APR 1991
52.215-1	Instructions to Offerors--Competitive Acquisition	MAY 2001
52.215-20	Requirements for Cost or Pricing Data or Information Other Than Cost or Pricing Data	OCT 1997
52.237-10	Identification of Uncompensated Overtime	OCT 1997
52.247-6	Financial Statement	APR 1984
252.227-7017	Identification and Assertion of Use, Release, or Disclosure Restrictions	JUN 1995



## CLAUSES INCORPORATED BY FULL TEXT

## 52.211-14 NOTICE OF PRIORITY RATING FOR NATIONAL DEFENSE USE (SEP 1990)

Any contract awarded as a result of this solicitation will be a **DO-C9** rated order certified for national defense use under the Defense Priorities and Allocations System (DPAS) (15 CFR 700), and the Contractor will be required to follow all of the requirements of this regulation.

(End of provision)

## 52.215-20 REQUIREMENTS FOR COST OR PRICING DATA OR INFORMATION OTHER THAN COST OR PRICING DATA (OCT 1997)—ALTERNATE I (OCT 1997)

(a) Exceptions from cost or pricing data. (1) In lieu of submitting cost or pricing data, offerors may submit a written request for exception by submitting the information described in the following subparagraphs. The Contracting Officer may require additional supporting information, but only to the extent necessary to determine whether an exception should be granted, and whether the price is fair and reasonable.

(i) Identification of the law or regulation establishing the price offered. If the price is controlled under law by periodic rulings, reviews, or similar actions of a governmental body, attach a copy of the controlling document, unless it was previously submitted to the contracting office.

(ii) Commercial item exception. For a commercial item exception, the offeror shall submit, at a minimum, information on prices at which the same item or similar items have previously been sold in the commercial market that is adequate for evaluating the reasonableness of the price for this acquisition. Such information may include--

(A) For catalog items, a copy of or identification of the catalog and its date, or the appropriate pages for the offered items, or a statement that the catalog is on file in the buying office to which the proposal is being submitted. Provide a copy or describe current discount policies and price lists (published or unpublished), e.g., wholesale, original equipment manufacturer, or reseller. Also explain the basis of each offered price and its relationship to the established catalog price, including how the proposed price relates to the price of recent sales in quantities similar to the proposed quantities;

(B) For market-priced items, the source and date or period of the market quotation or other basis for market price, the base amount, and applicable discounts. In addition, describe the nature of the market;

(C) For items included on an active Federal Supply Service Multiple Award Schedule contract, proof that an exception has been granted for the schedule item.

(2) The offeror grants the Contracting Officer or an authorized representative the right to examine, at any time before award, books, records, documents, or other directly pertinent records to verify any request for an exception under this provision, and the reasonableness of price. For items priced using catalog or market prices, or law or regulation, access does not extend to cost or profit information or other data relevant solely to the offeror's determination of the prices to be offered in the catalog or marketplace.

(b) Requirements for cost or pricing data. If the offeror is not granted an exception from the requirement to submit cost or pricing data, the following applies:

(1) The offeror shall submit cost or pricing data and supporting attachments in the following format:

As soon as practicable after agreement on price, but before contract award (except for unpriced actions such as letter

contracts), the offeror shall submit a Certificate of Current Cost or Pricing Data, as prescribed by FAR 15.406-2.  
(End of provision)

52.215-20 REQUIREMENTS FOR COST OR PRICING DATA OR INFORMATION OTHER THAN COST OR PRICING DATA (OCT 1997)—ALTERNATE IV (OCT 1997)

- (a) Submission of cost or pricing data is not required.
- (b) Provide information described below: Pursuant to Section L of this solicitation.

(End of provision)

52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates award of a Firm Fixed Priced contract resulting from this solicitation.

(End of clause)

52.232-31 INVITATION TO PROPOSE FINANCING TERMS. (OCT 1995)

(a) The offeror is invited to propose terms under which the Government shall make contract financing payments during contract performance. The financing terms proposed by the offeror shall be a factor in the evaluation of the offeror's proposal. The financing terms of the successful offeror and the clause, Terms for Financing of Purchases of Commercial Items, at 52.232-29, shall be incorporated in any resulting contract.

(b) The offeror agrees that in the event of any conflict between the terms proposed by the offeror and the terms in the clause at 52.232-29, Terms for Financing of Purchases of Commercial Items, the terms of the clause at 52.232-29 shall govern.

(c) Because of statutory limitations (10 U.S.C. 2307(f) and 41 U.S.C. 255(f)), the offeror's proposed financing shall not be acceptable if it does not conform to the following limitations:

- (1) Delivery payments shall be made only for supplies delivered and accepted, or services rendered and accepted in accordance with the payment terms of this contract;
- (2) Contract financing payments shall not exceed 15 percent of the contract price in advance of any performance of work under the contract;
- (3) The terms and conditions of the contract financing must be appropriate or customary in the commercial marketplace; and
- (4) The terms and conditions of the contract financing must be in the best interests of the United States.

(d) The offeror's proposal of financing terms shall include the following:

- (1) The proposed contractual language describing the contract financing (see FAR 32.202-2 for appropriate definitions of types of payments); and

(2) A listing of the earliest date and greatest amount at which each contract financing payment may be payable and the amount of each delivery payment. Any resulting contract shall provide that no contract financing payment shall be made at any earlier date or in a greater amount than shown in the offeror's listing.

(e) The offeror's proposed prices and financing terms shall be evaluated to determine the cost to the United States of the proposal using the interest rate and delivery schedule specified elsewhere in this solicitation.

(End of clause)

#### 52.233-2 SERVICE OF PROTEST (AUG 1996)

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from:

**David Kane**  
**3990 East Broad Street**  
**Columbus, Ohio 43219-1879**

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(End of provision)

#### 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

**<http://farsite.hill.af.mil>**

(End of provision)

#### 52.252-5 AUTHORIZED DEVIATIONS IN PROVISIONS (APR 1984)

(a) The use in this solicitation of any Federal Acquisition Regulation (48 CFR Chapter 1) provision with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the provision.

(b) The use in this solicitation of any Federal Acquisition Regulation and Defense Federal Acquisition Regulation (48 CFR Chapter 1 and 2) provision with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

(End of provision)